

## **COMMUNITY DEVELOPMENT PROGRAM COORDINATOR**

**General Statement of Duties:** Performs professional level community and economic development duties, including the supervision of the Community and Economic Development Division; does related work as required.

**Distinguishing Features of the Class:** An employee in this position is responsible for highly skilled technical, supervisory and administrative work in directing the Community and Economic Division within the Community Development Department. The incumbent must analyze and prepare recommendations on federal and state funding programs, community and economic development projects and programs, urban renewal and redevelopment activities, and formulate and implement plans associated for the redevelopment of the City.

### **Areas of Accountability:**

- 1) Directs and coordinates the activities of all employees in the Community and Economic Development Division.
  - Supervises, coordinates training, assigns and reviews the work of personnel assigned to the Division;
  - Recommends to the Director the hiring and discipline of employees in the Division;
  - Advises and recommends departmental policies and procedures to the Director;
  - Prepares and monitors operating budgets for the Division, as well as budgets of the various federal and state programs and individual project budgets.
- 2) Coordinates the preparation of applications for community and economic development programs.
  - Manages the preparation of applications associated with the Community Development Block Grant, HOME Investment Partnerships, Emergency Shelter Grant, Continuum of Care, and other state and federal programs;
  - Directs and monitors the implementation of all projects related to Community Development Block Grant, HOME Investment Partnership, Emergency Shelter Grant, Continuum of Care, and other state and federal programs;
  - Assures the compliance of programs and projects with state and federal guidelines, regulations and policies;
  - Manages the preparation of redevelopment plans, programs and projects;
  - Manages the preparation of applications for economic development activities and assures program compliance with applicable rules and regulations.
- 3) Coordinates the preparation and maintenance of community and economic development, housing, human service, and redevelopment programs, policies, and plans for the City.
  - Assures the preparation and maintenance of HUD consolidated and annual plans, redevelopment, housing and economic development plans for the City;

- Supervises the analysis of community and economic development programs, policies, and proposals for consistency with community development and redevelopment objectives of the City;
- Monitors local, state, and federal legislation related to community and economic development;
- Initiates surveys, prepares information guides, and recommends program changes to the Director;
- Supervises the preparation of written reports and presents Department recommendations in oral and written form to the appropriate boards and commissions;
- Assists sub-recipients with program design, project implementation, and monitors their progress and compliance with federal and state regulations.

4) Represents the Community Development Department.

- Serves on inter-departmental committees;
- Represents the Division and Department before the Community Development Advisory Committee, Enterprise Zone Commission and other groups dealing with community and economic development;
- Participates in community and metropolitan area groups, organizations, and committees involved in community and development;
- Maintains liaison with the U.S. Department of Housing and Urban Development, the Iowa State Department of Economic Development, the Iowa Finance Authority, and local agencies in the private and public sector;

5) Performs other duties as assigned by the Community Development Director.

**Required Knowledge, Skills and Abilities:** Thorough knowledge of supervisory techniques and principals, community and economic development programs, regulation requirements, principals and practices of planning, community and economic development, and techniques of statistical analysis; skill to communicate in oral and written form on all matters relating to the Division; ability to supervise subordinates to obtain efficient and effective completion of assigned work tasks; ability to solve advanced development and redevelopment problems and to prepare programs and plans for the City; and ability to establish and maintain effective working relationships with supervisors, subordinates, elected and appointed officials, and the general public.

**Acceptable Experience and Training:** Graduation from recognized graduate school with a Master's degree in planning, public administration, or related discipline with a minimum of two years experience in community and economic development, or any equivalent combination of experience and education that provides the required knowledge, skills and abilities.